

**FredMeyer**

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## **9.5 Vendor Allowance Agreements**

(1/03)

### **Statement**

Vendor allowance agreements must be evidenced in writing and signed by both the Fred Meyer and vendor representative. An e-mail, letter, or authorization code from the vendor indicating knowledge and approval of the agreement may substitute for an actual signature on the contract. These supporting documents must be attached to the participation contract.

Upon receipt of the participation contract, a copy of the contract and supporting documentation must immediately be forwarded to the controllers department for the accounting related activities to be performed. This activity should occur throughout the period and should not be treated as a period end event. This will ensure that contracts are properly reviewed and income booked in the proper period.

Income from vendor funds will be recognized in accordance with the Kroger Vendor Funds Policy.

### **Scope**

This policy applies to all Fred Meyer Category Managers and Replenishment Analysts.

### **Effective date**

This policy is effective immediately and supersedes any previous policies.

### **Policy owner**

Route all policy questions and suggested updates to the Chief Financial Officer.

### **Violation of this policy**

Participation agreements not completed or improperly completed will result in income not booked in the proper period.

Employees who violate this policy will be subject to disciplinary action up to and including termination.

**Fred Meyer**

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**Corporate Policy Handbook**

Policy 9.5

**200963**

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